

BYLAWS

ARTICLE I

The name of this council shall be the Nevada Union High School Site Council.

ARTICLE II

Role of Council

The school improvement plan shall be developed and recommended by the school site council. The school site council, following approval of a school improvement plan by the school district governing board, shall have ongoing responsibility to review with the principal, teachers, other school personnel, and pupils the implementation of the school improvement program and to assess periodically the effectiveness of such programs. Modifications or any improvement to the plan shall be developed, recommended, and approved or disapproved in the same manner. The council shall carry out all other duties and responsibilities assigned to it in the Education Code of the state of California.

ARTICLE III

Members

Section 1 - Composition

The needs and resources of the School Improvement Program require that **council** membership include broad representation of parents, students, and staff, including socioeconomic and ethnic groups represented in the school attendance area. The minimum standards for representation on the council shall be: the principal, representatives of teachers selected by teachers, representatives of classified personnel selected by classified personnel, representatives of certificated support personnel selected by certificated support personnel, parents of pupils attending the school or other community members selected by parents, and in secondary schools, pupils selected by pupils attending the school.

School personnel (the principal, classroom teachers or other school personnel) shall constitute 50%; parents or other community members shall constitute 25%; and pupils shall constitute 25%, **with at least two students being representatives as selected by Student Council.**

Classroom teachers (minimum 3/5 teaching assignment) shall comprise the majority of those persons representing school staff.

Council members representing parents, other community members, or pupils shall not be employees of the school district.

Of the eight positions reserved for staff members, a majority (5/8) will be reserved for certificated classroom teachers, one will be reserved for a classified employee, one will

be the principal of the school, and it is recommended that one will be reserved for a certificated support person (i.e. a counselor, administrator, dean, nurse, psychologist, or librarian). In the case of no interested classified or certificated support staff, these positions can be filled for a one (1) year term by a teacher. At the end of the one (1) year period, the non-teaching position(s) must again be posted and an election held if there are any interested personnel from these areas. These positions can continue to be filled by teaching staff on a yearly basis if necessary.

Section 2 - Term of Office

All members of the council shall serve for a two-year term, ***with the exception of student members, who shall serve a one-year term.*** Elections should be staggered within each membership group. A member can run for reelection at the end of his/her term.

Section 3 - Termination of Membership

A member shall no longer hold membership should he or she cease to be a resident of the area or no longer meet the membership requirements under which he or she was selected, e.g. a parent becomes employed by the district. Membership shall automatically be recommended for termination for any member who is absent from all regular meetings for a period of three meetings in one year (October 1 – September 30). The council, by affirmative vote of two-thirds of all of the members, can suspend or expel a member.

Section 4 - Transfer of Membership

Membership in the school site council is not transferable or assignable.

Section 5 - Resignation

Any member may resign by filing a written resignation with the school site council.

Section 6 - Vacancy

Any vacancy on the council shall be filled for the remainder of the term by the first runner-up in the previous election.

ARTICLE IV

Officers

Section 1 - Officers

The officers of the school site council shall be a chairperson, vice-chairperson, parliamentarian, secretary, and such other officers, as the council may deem desirable. The Council may agree to allow a non-member to take minutes as a non-voting

secretary.

Section 2 - Election and Term of Office

The officers of the school site council shall be elected annually with terms beginning October 1. Officers shall serve for one year or until each successor has been elected.

Section 3 - Removal

Any officer may be removed by a two-thirds vote of all members sitting on the school site council whenever, in the judgement of the council, the best interests of the council would be served thereby.

Section 4 - Vacancy

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise shall, by special election, be filled by the school site council for the unexpired portion of the term.

Section 5 - Chairperson

The chairperson shall preside at all meetings of the school site council and may sign all letters, reports, and other communications of the school site council. In addition, the chairperson shall perform all duties incident to the office of chairperson and such other duties as may be prescribed by the school site council from time to time.

Section 6 - Vice-Chairperson

The duties of the vice-chairperson shall be to represent the chairperson in assigned duties and to substitute for the chairperson during his or her absence, and the vice-chairperson shall perform such other duties as from time to time may be assigned by the chairperson or by the school site council.

Section 7 - Secretary

The secretary shall keep the minutes of all site council meetings. The secretary or designee shall send notices of meetings and/or agenda, attend to correspondence, send out publicity as directed, send out a copy of by-laws to all new members, and supply all members with a membership list with addresses and phone numbers.

Section 8 – Parliamentarian

The Parliamentarian shall resolve questions of procedure and ensure adherence to all applicable laws.

ARTICLE V

Committees

Section 1 - Committees

The school site council may from time to time establish and abolish such committees as it may desire. No committee may exercise the authority of the school site council.

Section 2 - Membership

Unless otherwise determined by the school site council in its decision to establish a committee, the chairperson of the school site council shall appoint members to the various committees.

Section 3 - Rules

Each committee may adopt rules for its own government not inconsistent with these bylaws or with rules adopted by the school site council or with policies of the governing board.

Section 4 - Quorum

Unless otherwise provided in the decision of the school site council designating a committee, a majority of the committee shall constitute a quorum.

Section 5 - Vacancy

A vacancy in the membership of any committee may be filled by an appointment made in the manner as provided in the case of the original appointment.

ARTICLE VI

Meetings of the School Site Council

Section 1 - Regular Meetings

School site council shall meet at least six times a fiscal year.

Section 2 - Special Meetings

Special meetings may be called by the chairperson or by majority vote of the school site council.

Section 3 - Place of Meetings

The school site council shall hold its regular meetings and its special meetings in a facility provided by the school readily accessible by all members of the public, including handicapped persons.

Section 4 - Notice of Meetings

Public notice shall be posted seventy-two (72) hours prior to the meeting stating day, hour, and location of the meeting. All council members shall receive at least the same notice.

Section 5 - Notice of Agenda

All council members shall be given an agenda 72 hours prior to a regular meeting. The agenda must be posted to the public in two locations 72 hours prior to the meeting.

Section 6 - Quorum

The presence of a simple majority of the total membership shall be required in order to constitute a quorum necessary for the transaction of the business of the school site council. No decision of the school site council shall be valid unless a majority of the members present concur therein by their votes.

Section 7 - Conduct of Meetings

All regular and special meetings of the school site council shall be open to the public and conducted in accordance with the posted agenda. Meetings shall be conducted in accordance with Robert's Rules of Order or in accordance with an appropriate adaptation thereof, and in accordance with applicable laws. All members will have voting privileges.

Revised 10/89
Revised 2/90
Revisited 12/95
Revised 10/99
Revised 1/03
Revised 4/15